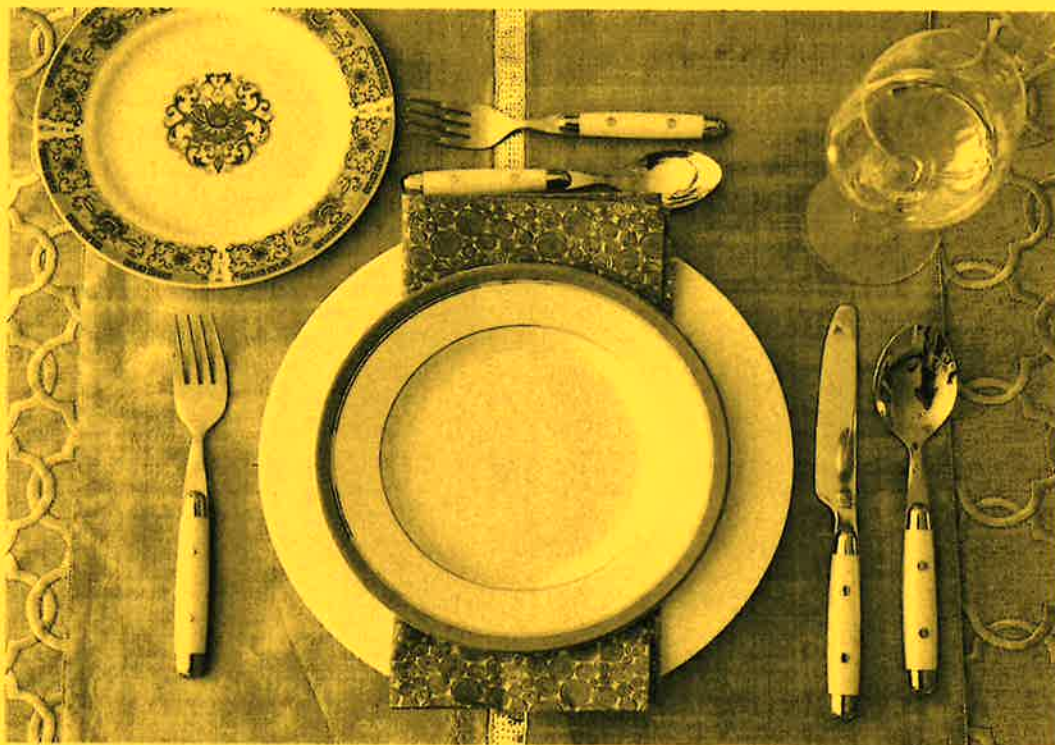


BETH EL SYNAGOGUE

Catch The Ruach! Catch The Spirit!

Catering Information for your event at Beth El



Beth El Synagogue
50 Maple Stream Road
East Windsor, NJ 08520
(609) 443-4454
www.bethel.net

Beth El Synagogue

~Glossary & Instructions~

(effective 11/11)

Application For Use Of Facilities For Functions

- a. It is strongly recommended that you book your event 18 months in advance to guarantee availability.
- b. *A separate application must be completed for each event. For example, if a Bar/Bat Mitzvah Luncheon is scheduled, a form must be completed for that event. If an evening event is also scheduled, then a separate form must be completed for that event.*
- c. *All applicants and responsible party(s) must sign the application.*
- d. *A check in the amount of 1/3 of the room rental must be sent with the completed application. The amount due for a luncheon and evening event may be included on one check.*
- e. *Balance is due 45 days prior to the event. Please make out a separate check for the damage deposit and submit this check 45 days prior to the event. DO NOT SUBMIT THE DAMAGE DEPOSIT EARLIER THAN 45 DAYS. We will return the original damage deposit check to you provided there is no money due for damage incurred.*

House Rules

Application for Use of Facility

Caterers

Room Rental Fees

Kiddush Policy

Social Hall Area and Capacity

Catering Contact:

Christine Mahler in the Main Office: (609) 443-4454

Beth El Synagogue

~House Rules~

(effective 10/30/06)

1. Fees:
 - a. For meetings and yearly contracts, full payment must accompany application.
 - b. For individual functions, a non-refundable deposit of one third (1/3) the total fee is to be paid with the submittal of the application for the use of the room. Balance is due 45 days prior to the affair date. Any request for cancellation must be made prior to 30 (thirty) days of the event or all monies will be forfeited.
 - c. A separate refundable damage deposit of \$250 is also due 45 days prior to the affair.
2. All vendors coming into the building must provide certificates of insurance to the office at least 2 weeks prior to the event.
3. The synagogue is not responsible for any personal property loss suffered by all persons using its facilities.
4. All persons and organizations will use the premises and any equipment provided to them with all due care. Any damage to this property or equipment resulting from its use shall render the persons or organizations liable for damages.
5. No decorations, signs, bulletins or other similar objects are to be tacked or taped to any part of the building. No person or organization may move chairs, furniture, microphones or any synagogue equipment except as authorized by the House and Grounds Committee. No one is permitted in the mechanical or equipment rooms nor are they to adjust thermostats.
6. The facility is to be left in the same condition as it was found. Additional clean-up arrangements can be made with our custodial staff at a negotiated rate.
7. No storage facilities will be available to anyone.
8. Any food brought into the synagogue must meet the Synagogue's Kashrut Standards.
9. Synagogue dishes, silverware, kitchen utensils and supplies may be used only with specific authority of the Kashrut Committee. This applies to caterers, individuals and organizations.
10. In preparing for any affair, caterers, florists, etc. must not violate the Sabbath or Festivals. All deliveries and preparations must be completed by 2 p.m. Friday (or the eve of a Festival). Nothing may be removed until after the Sabbath or Festival.
11. Preparations cannot be made during Hebrew School hours.
12. It is the applicant's responsibility to make arrangements for the caterers, florists, etc. to gain access to the building.
13. The applicant must supply all paper goods, tableware and serving supplies.

Beth El Synagogue

~Application For Use of Facilities For Functions~ (effective 1/25/19)

General Information

Date of Application _____	Date of Event/Meeting _____
Name of Applicant _____	Is Applicant a Member? Yes No
Business/Non-Profit Group _____	(circle one)
Name(s) of Responsible Party _____	Home Address _____
Home Phone _____	E-mail Address _____
Cell Phone _____	Business Phone _____

Event Details

Purpose of Application _____	Estimated # of People _____
Caterer Name and/or Self _____	Drop Off or Full Service _____
Caterer Address _____	Caterer Phone _____
Circle One: Private Event or Congregational Event	

(Note: ALL caterers must be from the approved catering list).

Entertainment Name & Phone _____

Photographer/Video Name & Phone _____

Event/Meeting Type

Dinner _____	Total Hours Requested _____
Luncheon _____	
Buffet _____	
Special Considerations/Requests: _____	

Building Usage Fees

(insert correct \$ amount below)

Room(s) Requested		(circle)	A	B	Both	Start Time _____	End Time _____
Social Hall						_____	_____
Additional Hours						_____	_____
Sanctuary						_____	_____
Kitchen						_____	_____
Classroom						_____	_____
Library						_____	_____
Chapel only						_____	_____
Sanctuary only						_____	_____
Sanctuary & Social Hall						_____	_____
Damage Deposit					\$250		

Fees:

- a. For meetings and yearly contracts, full payment must accompany application.
- b. For individual functions, a non-refundable deposit of one third (1/3) the total fee is to be paid with the submittal of the application for the use of the room. Balance is due 45 days prior to the affair date. Any request for cancellation must be made prior to 30 (thirty) days of the event or all monies will be forfeited.
- c. A separate refundable damage deposit of \$250 is also due 45 days prior to the affair. We will return the original damage deposit check to you provided no damage incurred.

Total Building Usage Fees	\$ _____
Less Deposit paid with Application <i>(1/3 of total)</i>	\$ _____
Balance Due <i>(45 days prior to affair date)</i>	\$ _____
Damage Deposit <i>(45 days prior to affair date)</i>	\$250

Note:

*Applicant is responsible for any damage to Synagogue property.
Applicant is not to make any preparation at the Synagogue during the Shabbat, Holidays or School hours.
Applicant is required to conform to our house ritual and dietary laws (Kashrut).*

I/We have read and agree to abide by the policy rules for Synagogue usage.

Applicant, Spouse, & Responsible Party's Signature _____	(Date) _____	(Date) _____
Rabbi's Signature _____	(Date) _____	Office Staff's Signature _____
		(Date) _____

Beth El Synagogue
Room Rental Fees
 (Effective 9/1/2017)

EVENT Includes use of the kitchen	MEMBER/ NON-PROFIT GROUP	NON MEMBER
Friday Night Dinner	\$150	N/A
Dinner Meeting – 3 hrs	\$250	\$350
Extended Kiddush/Luncheon – 2 hrs after service ends	Private (1 room) - \$250 Private (2 rooms) - \$400 Communal (2 rooms) - \$200	Private (1 room) - \$450 Private (2 rooms) - \$700 Communal (2 rooms) - \$250
Reception – Sunday – Thursday – 5 hrs	\$450	\$650
Reception Saturday Night - 5 hrs	\$600	\$850
Brit Milah/Simchat Bat 3 hrs	\$300	\$600
Each Additional Hour	\$100	\$100

Classroom Rentals
 Without use of the kitchen

Classroom – 2 hrs Max 20 people	\$50	\$100
Library – 2 hrs Max 20 people	\$50	\$100
Each Additional Hour	\$25	\$25

Weddings
 Includes Rabbi Kornsgold and Chuppah

Chapel Only	\$100	\$750
Sanctuary Only	\$200	\$900
Sanctuary & Social Hall Reception – 5 1/2 hrs Sunday – Friday A.M	\$600	\$1,400
Sanctuary & Social Hall Reception – 5 1/2 hrs Saturday Night	\$800	\$1,600
Each Additional Hour	\$100	\$100

Shiva on the day of the Funeral
 Beth El Members Only

One Social Hall Only – 3 hrs	\$180
Each Additional Hour	\$36

Beth El Synagogue ~Catering List~

(effective 1/25/2019)

Name, Address, Website

Contact Name

Phone / Fax Number

Classical Caterers

1001 Finnegan Lane
North Brunswick, NJ 08902
www.classicalcaterers.com/

Evan Bernstein
Evan@classicalcaterers.com

732-297-6444
732-297-3666

Exquisite Caterers

52B N. Main Street, Suite 1
Marlboro, NJ 07746
www.exquisitecaterers.com

Howie Heiberger
info@exquisitecaterers.com

732-294-0032
732-294-1544

"We bring years of experience, personal commitment, quality kosher food, and an elegant presentation to your next Bar Mitzvah, Jewish Wedding, Kiddush or any other Jewish affair."

My Caterer, Inc.

900 Rye Valley Road
Meadowbrook, PA 19046
www.mycaterkosher.com

Paul Spangler
tobyweitzman1@gmail.com

215-244-9700
215-525-0042

Majestic Glatt Kosher Catering

310 Verona Avenue
Elizabeth, NJ 07208
www.majestickosher.com

Barry Wacholer
info@majestickosher.com

908-353-2680
908-353-8868

Beth El Synagogue
~Drop Off Catering List~
(effective 3/14/2019)

<u>Name, Address, Website</u>	<u>Contact Name</u>	<u>Phone/Fax Number</u>
Capri Kosher Italian Cuisine 335 Route 9 South Manalapan, NJ 07726	Avigdor Abramov abramov03@yahoo.com	732-683-9978 732-683-9984
Giddy's Pizzeria 233 Route 18 South East Brunswick, NJ 08816	Gideon Finkelstein www.giddyspizzeria.com	732-659-6898 732-361-2989
Lox Stock & Deli Heritage Plaza Center 228 Ryders Lane Milltown, NJ 08850	Rudy Slucker loxstockanddeli@gmail.com	732-214-8900 732-214-0555
Deli King of Clark 30 Clarkton Drive Clark, NJ 07066	Kenny Lavroff ken@delikingofclark.com	732-574-2040 732-574-3447
Kosher Chinese Express 335 Route 9 South Manalapan, NJ 07726	Mu Quan Chen	732-866-1677 732-866-1621
ShopRite Kosher Experience 319 US Highway 130 East Windsor, NJ 08520	(Pick Up Only) Phil or Doug	609-448-1040 609-490-1064
ShopRite Kosher Experience Rt.1 South & Quaker Bridge Road Lawrenceville, NJ 08648	(Pick Up Only)	609-275-8555 609-275-3740
Bagel World 356 US Highway 9 North Manalapan, NJ 07726	Scott Bornstein (Pick up only)	732-536-8144 732-972-9226

Women's League Kiddush Policy

Kiddush Sponsorship – Lifecycle Events

Families celebrating a life-cycle event (e.g., B'nai Mitzvah, Auf Ruf, Baby Naming) will be required to sponsor a Kiddush.

There are 4 basic options for sponsorship:

1. Kiddush with food provided by Sisterhood
 - \$300 Kiddush fee paid to Sisterhood (Sisterhood provides paper goods, wine, grape juice, challah, and food (spelled out on form))
 - Extra food through Sisterhood (for increased variety or additional guests) will have an additional cost
2. Kiddush with food provided by Sisterhood and extra food provided by Sponsor (no caterer)
 - \$300 Kiddush fee paid to Sisterhood (Sisterhood provides paper goods, wine, grape juice, challah, and food (spelled out on form))
 - Extra food provided by Sponsor
 - Other extra food available through Sisterhood (for increased variety or additional guests) will have an additional cost
 - Sponsor must provide people to set up completely
3. Congregational Kiddush Luncheon – two options
 - Option A – Sponsor uses a caterer or more than two hired servers
 - \$50 Kiddush Fee paid to Sisterhood + \$200 room usage fee paid to Synagogue
 - Sisterhood provides wine, grape juice, and challah
 - Room usage fee allows use of one or both social halls
 - Caterer is responsible for Kiddush set-up
 - Food should be provided for a minimum of 100 congregants and invited guests (number to be updated as needed)
 - Option B – Sponsor does not use a caterer and uses no more than two hired servers
 - \$50 Kiddush Fee paid to Sisterhood + \$100 room usage fee paid to Synagogue
 - Sisterhood provides wine, grape juice, and challah
 - Room usage fee allows use of one or both social halls
 - Sponsor is responsible for Kiddush set-up
 - Food should be provided for a minimum of 100 congregants and invited guests (number to be updated as needed)
4. Private Luncheon associated with lifecycle event
 - \$300 Kiddush fee paid to Sisterhood
 - Sisterhood provides paper goods, wine, grape juice, challah, and food (spelled out on form)
 - Extra food through Sisterhood (for increased variety or additional guests) will have an additional cost
 - \$250 room usage fee for one room or \$400 fee for two rooms paid to Synagogue

If there is more than one sponsored Kiddush on the same day, each sponsor will pay Sisterhood the full Kiddush fee rather than dividing a single Kiddush fee between multiple sponsors. Multiple sponsors sharing a function room can, however, divide a single room usage fee between them in cases where the room usage fee is applicable. Exact details of the room usage fee can be worked out between the parties in cases where the two parties are sponsoring different categories of Kiddushes.

Kiddush Support – Non-Lifecycle Events

This option is for individuals seeking to celebrate a non-lifecycle event (e.g., an event other than a B'nai Mitzvah, Auf Ruf, Baby Naming)

1. Kiddush Supporter

- \$150 support fee paid to Sisterhood
- Fee contributes to the cost of paper goods, wine, grape juice, challah, and food (spelled out on form)
- If more than one Kiddush Supporter contributes on the same day, each supporter will pay \$150

Additional Policy Notes

In order to increase the quality of food for non-sponsored Kiddushes, the Shabbat Study Group will contribute funds to non-sponsored Kiddushes to supplement the Sisterhood investment in non-sponsored Kiddushes. The Shabbat bulletin will credit co-sponsorship of the Kiddush to Sisterhood and Shabbat Study Group.

Sisterhood will provide at least one allergen-free (free of the major allergens, namely milk, egg, peanut, gluten, soy, fish, and tree nuts) and diabetic-friendly option at all Kiddushes. These should be served in their containers so they will be labeled appropriately.

As an expression of Thanksgiving, any individual may contribute a food item or items to any Kiddush without any charge as long as the food is approved by the Rabbi, the contribution is acceptable to the Kiddush Sponsor, and the person expressing Thanksgiving expects no recognition of any kind.

The standard number of tables to be set up for a Kiddush will be 6 rounds and 2 rectangles plus tables for drinks. In order to encourage people to stay longer at the Kiddush, an appropriate number of tables and chairs will be set up every week based on the forecasted number of attendees; the Sisterhood Kiddush manager will tell the Office how many additional tables to set up in weeks when more than six rounds and two rectangles are required.

Sisterhood will let set up coordinator know a couple of weeks before a Kiddush that is expected to have more food than usual how much food is expected so Kiddush set-up coordinator can arrange appropriate set-up coverage.

On dates when a private luncheon is scheduled to be held in the full social hall, the Synagogue should be open to experimenting with new Kiddush locations on a trial basis such as various combinations of preschool classrooms. If the preschool is to be used, the Office staff would coordinate with the preschool director and the custodial staff to set-up and protect the preschool classrooms and supplies

and to return them to their original state following the end of the Kiddush. **Note that no nuts or nut-containing foods can be eaten in the preschool classrooms.**

Clarifying Notes on the Above Kiddush Policies

Proposed Kiddush-Related Responsibilities

- Sisterhood will collect Kiddush payments and purchase Kiddush food
- Custodial staff will clean up after Kiddushes
- Kiddush set-up coordinator will oversee Kiddush set-up
- Office staff will collect room usage fees where applicable (under supervision of Catering Committee)

Communication Plan Regarding New Rules

- Sisterhood will communicate to congregants at large to encourage people to take advantage of the new "Kiddush Supporter" option with the goal of far more frequent Kiddush sponsorship/support
- Standard Kiddush sponsorship rules will be communicated to sponsors via the new Kiddush request form Sisterhood is developing
- Sisterhood will let Kiddush set-up coordinator know a couple of weeks before a Kiddush that is expected to have more food than usual how much food is expected so Kiddush set-up coordinator can arrange set-up coverage

Questions to be Considered That Arose in the Course of Discussing New Rules

- Ritual Committee – determine ritual considerations (eg, benching) of Kiddushes involving additional food (ie, when does a Kiddush become a luncheon and what are the ritual considerations of holding a luncheon as opposed to a Kiddush)
- Sisterhood should develop a Kiddush request form reflective of these new rules and should work with Catering Committee to ensure full integration in the presentation of Kiddush fees and room usage fees. Sisterhood should ensure the form makes clear what the minimum Kiddush food requirements are so that, when Sponsors are selecting the food for their Kiddush, a minimum standard is always met (e.g., there probably should not be a Kiddush with pastries only; rather, salads should always be included).

Note that all costs in this document are current as of 2/24/11 and may change over time.

Beth El Synagogue
~Social Hall Area and Capacity~
(effective 10/30/06)

Total square footage of both rooms A & B	3,111 sq. ft.
Dance floor square footage	625 sq. ft.
Square footage allowing for dance floor usage	2,486 sq. ft.

Capacity without using the dance floor

248 people using 60" rounds (seats 8)

249 people using 72" rounds (seats 10)

Note: We can seat up to 270 people but it is very tight.

Capacity using the dance floor

200 people using 60" rounds (seats 8)

208 people using 72" rounds (seats 10)